

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 14 February 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 8 - 14 February 1956

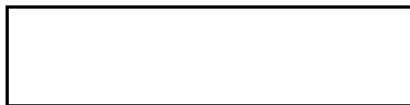
1. Numbers in Clerical Training. During the week of 8 February there were 35 people in Clerical Induction Training. At the same time last year there were 72. In Clerical Orientation there were 20 people for the week of 8 February. One year ago there were 10.

2. Mathematics Course. To meet a request originally made by ORR for instruction in certain phases of mathematics, [redacted] will start a class in Principles of Mathematics on 28 February. This course will contain particular aspects of mathematics that are needed by individuals in completing statistical reports. The class will be composed of personnel from ORR and OCR. Instruction will be given for one hour, two days a week and will continue for three or four weeks.

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3. Cancellation of Course. It will not be possible to hold the eight-week Non-Clerical Basic Typewriting class, which is popularly known as "the early-bird class," this spring. [redacted] has contacted training liaison officers by telephone to explain the need for this cancellation and to express the hope that the course can be offered in the fall.

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OTR/CT:MAH:dmg (13 February 1956)